

State of North Carolina
Department of Public Safety
Prisons



Chapter: D
Section: .1100
Title: **Library Services**
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POLICY & PROCEDURES

.1101 General

The Prisons **Section** provides staff and inmates within its facilities access to library services necessary for education, cultural, and leisure activity. The facility head shall ensure that the inmate library has a wide variety of reading materials. School libraries will provide comprehensive reference collections, a range of educational media, and a variety of materials to enhance the learning process of inmates. **Correctional libraries will provide both educational and recreational materials that cover a variety of topics.**

.1102 Procedures

- (a) Each facility is required to post the hours of operation for their library in easily accessible areas. Library services will be available to inmates on a daily basis to include daytime, evening, and weekend hours. All inmates must have access to library materials.
- (b) Clearly defined check-in and check-out procedures must be posted in each library. Computerized systems must be utilized by the library clerks to insure that loaned library materials are returned within a timely manner.
- (c) Posted rules clearly define consequences and expectations for inmates who check out materials from the library. All library materials are monitored to prevent abuse.
- (d) Facility library services may provide local organization of materials, circulation of materials, information services, a reader's advisory service and promotion of library materials. Other services may include book lists; special programs; contests; for poetry, art, writing, and audiovisual materials for educational and recreational purposes. **Reasonable accommodation should** be made for special needs inmates.

.1103 Coordination and Supervision

- (a) The **Educational Services** Library Coordinator **designated by Rehabilitative Programs and Services** shall indirectly supervise and assist facility Program Specialists, Library Assistants, inmate library clerks, school principals, and other library staff with the overall operation of the facility library. The **Educational Services Library Coordinator** must hold a master's degree in Library Science.

- (b) Each facility must have a designated staff member or community volunteer who coordinates and supervises the facility's library services. If the person is not a trained librarian, the Educational Services Library Coordinator is available for training.
- (c) Prisons have authorized the use of inmate library clerks. The selection and assignment of each clerk is made by appropriate facility staff. Each inmate library clerk is provided with a detailed orientation and trained in library operation to include circulation procedures, book repairs, providing technical assistance, and promotion of new acquisitions.
- (d) Each facility receives a yearly library budget based on the total number of inmates housed at the facility. The Educational Services Library Coordinator consults and/or assists each facility with the purchase of library books, newspapers, equipment, computer software and other materials. Library purchases shall be made in accordance with DPS Fiscal Policy and Procedure, .2600.
- (e) Facility library coordinators must consult with the Educational Services Library Coordinator prior to selecting and purchasing materials for the library. All purchases must meet the educational, informational, and recreational needs of the entire inmate population. In addition, no publication should be purchased, accepted as a donation, or be otherwise available for circulation that is on the Master List of Disapproved Publications, or that violates Publications policy as described in D.0101 and following. The Master List of Disapproved Publications will be reviewed to ensure the publication is not on the disapproved list. The Publications Review Committee may be consulted for guidance concerning any publication.
- (f) Inter-Library Loan Programs should be utilized to increase materials availability, upon approval by the Educational Services Library Coordinator based on a special needs request. This program does not apply to requests for legal materials based on the Department of Public Safety's legal services contract with North Carolina Prisoner Legal Services.



Director of Prisons

06-01-17

Date

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